



CANNON BUILDING  
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**BOARD OF HOME INSPECTORS**

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MEETING MINUTES:	<b>DELAWARE BOARD OF HOME INSPECTORS</b>
DATE AND TIME:	<b>Tuesday, November 13, 2018 at 9:00 a.m.</b>
PLACE:	<b>Division of Professional Regulation 861 Silver Lake Boulevard, Cannon Building Second Floor Conference Room B Dover, Delaware</b>
MINUTES FOR APPROVAL:	<b>Tuesday, January 08, 2019</b>

**MEMBERS PRESENT**

Donald E. Pyle, Sr., Professional Member  
Joyce Edwards, Public Member  
Tim Harriger, Professional Member (arrived at 9:08 a.m.)

**MEMBERS ABSENT**

Jay "Wes" Mast, Professional Member, Vice Chair  
Dennis Theoharis, Public Member, Chair

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT**

Jennifer Singh, Deputy Attorney General  
Jennifer Witte, Administrative Specialist II  
Mary Veenema, Administrative Specialist II

**PUBLIC PRESENT**

There were no public present.

**CALL TO ORDER**

Mr. Pyle called the meeting to order at 9:04 a.m.

**REVIEW AND APPROVAL OF MEETING MINUTES**

A motion was made by Mr. Harriger, seconded by Ms. Edwards, to approve the September 11, 2018, meeting minutes as presented. The motion carried unanimously.

**UNFINISHED BUSINESS**

The Board signed the Final Orders resulting from the Hearing Officer Recommendations reviewed at the September 11, 2018 meeting for William Cowan, Jr., Francis McQuade III, Larry Gibson, Daniel Shewell, Kenneth Horkey and Jonathan Mast.

## **NEW BUSINESS**

### **Review and Consider Consent Agreement – Clayton Ridings, #H4-0000029**

After looking back at the minutes, Ms. Witte advised that the Board did review the consent agreement for Clayton Ridings, however did not receive a Final Order.

Ms. Davis advised she will draft a Final Order for the Board to review and consideration at the January 8, 2019 Board meeting.

### **Ratify Home Inspector Endorsement Applications**

A motion was made by Mr. Harriger, seconded by Ms. Edwards, to approve the ratified home inspector by endorsement application of Paul Wojtowicz. The motion carried unanimously.

### **Ratify Home Inspector Trainee Applications**

A motion was made by Ms. Edwards, seconded by Mr. Harriger, to approve the ratified home inspector trainee applications of Todd Denney and Arian Curcio. The motion carried unanimously.

## **CORRESPONDENCE**

There was no correspondence.

## **OTHER BUSINESS BEFORE THE BOARD (For Discussion Only)**

Mr. Pyle advised there is now a required bonding for yellow CSST.

Ms. Witte advise that Mary Veenema is currently training and will be the new liaison to the Board.

## **PUBLIC COMMENT**

There was no public comment.

## **NEXT MEETING**

The next meeting date will be January 8, 2019 at 9:00 a.m. in Conference Room B.

## **ADJOURNMENT**

There being no further business, a motion was made by Ms. Edwards, seconded by Mr. Harriger, to adjourn the meeting at 9:18 a.m. The motion carried unanimously.

Respectfully Submitted,

*Jennifer L Witte*

Jennifer L. Witte  
Administrative Specialist II